

MEETING MINUTES
Harrison Township Public Library Board of Trustees
Monday, 17 February 2025 6:30 pm
In the Harrison Township Board Room

1. **Meeting called to order** – Blake Hurley at 6:32 pm.
2. **Trustees Present** –Blake Hurley, Karla Warren, Diane Nelson, Dawn Barath, Linda Pillow and Erin Hessling
Also, in attendance- Melissa Goins, Director; Laura Johnson; Friends of the Library
3. **Public Comment**- None
4. **Approval of the Agenda** –
 - A. * Motion made and seconded to approve the modified agenda for 17 February 2025. Motion carried.
5. **Approval of the Minutes of 20 January 2025** -
 - A. *Motion made and seconded to approve the minutes of 20 January 2025. Motion carried.
6. **Friends Report** –
 - A. The St. Hubert's Knights of Columbus Fish Fry is Friday, 7 March 2025 from 4:00 – 7:00 PM. Bakers are needed and a volunteer sign-up is coming soon.
 - B. The Friends of the Library have sponsored four programs this year.
 - C. Friends have applied for a workshop for grant writing.
 - D. Friends have a potential fundraiser with Chick-Fil-A that is being investigated.
 - E. BOGO Book Sale running 1 March – 31 March.
7. **Treasurer's Report** –
 - A. Review of Financial Statement for the period ending 31 January 2025. Expenses are in line with the anticipated budget spending at this time of year.
 - B. *Review of Expense Report - Reviewed Expense Report for January 2025/February 2025 with expenditures totaling \$9,396.84. Motion made and seconded to approve expenditures totaling \$9,396.84. Motion carried.
 - C. *Motion made and seconded to approve moving \$600,000.00 from Central Savings Account (271-000.000.002-00) to Michigan Class (271-000.000-003.003). Motion carried.
8. **Committee Reports** -
 - A. *Bylaws & Policy Update Committee* –
 1. *Motion made and seconded to approve **Study and Conference Room Use Policy–GSV-04**. Motion carried.

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2. *Motion made and seconded to approve **Credit Card Acceptance Policy-MGT-13** eliminating #2 and program registration fees.
Motion carried.
3. Changes to **Health, Dental, and Vision Insurance Policy-BEN-01** to be tabled until 17 March 2025 meeting.
- B. *Future Planning Committee* –
 1. Blake Hurley updated the new board members as to the journey to achieve our current construction project since the passage of the millage in 2022.
 2. Director Goins also gave an update to the status of construction as the project wraps up. Doors are installed and electrical work is close to being completed. Quotes for furniture are included in the board packet.
- C. *Finance Committee* –
 1. Michigan Class and Huntington investments were reviewed. Treasurer Barath shared the investment reports.
- D. *Library Director Evaluation and Compensation Committee*-
 1. Evaluations have been distributed for the library director to the appropriate individuals and are due back to the committee 14 March 2025.

9. Director's Report –

- A. January 2025 usage and statistics, and patron tracking were shared.
- B. Library Happenings – See Appendix

10. Unfinished Business – None

11. New Business –

- A. *Director Goins shared a quote for installation of seven Lithonia Lighting 2x4 LED Flat Panel Lighting not to exceed \$1,000.00 for the board room. Motion made and seconded for purchase and installation. Motion carried.
- B. *Director Goins provided a furniture update for the meeting rooms. Motion made and seconded not to exceed \$25,000.00 to furnish meeting rooms. Motion carried.
- C. *Motion made and seconded to approve a 1-year renewal for Marco Back-up systems for \$3,163.00. Motion carried.
- D. *There was discussion regarding Minimum Wage changes. Motion made and seconded that the hourly rate for all hourly employees is increased by \$2.15 per hour to take effect 20 February 2025. Motion carried.
- E.

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12. Board Comment –

- A. Trustee Talk – none

13. Adjournment-

- A. The meeting adjourned at 8:32 pm.

Next Meeting –

- A. The next monthly meeting of the Library Board of Trustees will be held on **Monday, 17 March 2025 at 6:30 pm** in the Harrison Township Board Room.

APPENDIX

Director's Report and Library Happenings

Usage statistics for January

- The library did fewer programs this January than last, but attendance was significantly increased; signs of great programming going on!
- The library has about 1300 more active members this year than we did last year at this time.
- Free Covid-19 home test kits from MDHHS are back in stock; nearly 3000 already distributed since we began as a distribution site.
- The library has hired Giulia Tordi as a Substitute Library Associate; she comes well-qualified from the Romeo District Library and has been accepted into the Wayne State MLIS program.
- Brittany Ploep has accepted the Full-time Adult Librarian position.
- Inventory takes place at the end of even years; the 2024 inventory is complete.
- Annual staff evaluations for 2024 are complete.
- The librarians are looking into digital calendars and event management software so the library can better manage program registrations, program caps, and reminders.
- The library is shopping room management software so the new study rooms can be reserved by the public.
- Shred Day is scheduled for Saturday, May 17 from 11am-1pm.
- Electronics Recycling Day is scheduled for Saturday, July 26 from 10am-12pm.
- Summer Reading Kick-off is scheduled for Saturday, June 21st from 12-2pm; The theme this year is Color Our World and we're having a foam party!
- The Suburban Library Cooperative has purchased LibraryIQ, a data insight and analysis tool for all SLC libraries; HTPL just completed setup and training.
- The renovation project for the boardroom is underway and the bulk of the renovations are complete. Doors were installed and furniture is coming soon.
- The Earned Sick Time Act may or may not take effect on February 21st; the library's current sick time policies fall within the guidelines of the law, with the

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- exception of sick time rollover. We may need to revise our sick time policies.
- Some revisions to the boardroom electrical have been requested and Melissa is working with the electrician on those adjustments.
 - We are closely watching the situation with the federal budget. The Institute of Museum and Library Services (IMLS) is a federal agency that provides funding through the Museum and Library Services Act of 2018 (LSTA) to the states. The Library of Michigan uses these resources to benefit school, public, and academic libraries, as well as library users and all Michigan residents directly. The premier programs funded by LSTA resources are the Michigan eLibrary (MeL) and MeLCat, the statewide reciprocal borrowing system that allows HTPL to borrow materials from over 300 libraries statewide. In 2024, HTPL borrowed 2,675 items from other libraries for our members and loaned out 3,042 items to other libraries in need through MeLCat. That's a total of 5,717 items for our little library. The statewide impact could be significant.
 - The library was featured in a recent C&G news article about libraries thriving in the digital age.

Minutes submitted by Diane Nelson, Secretary

* - denotes voting item